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3 OCT 1979

Mr Janney

Please note that 4 a - Position

Management - I have mentioned that controversial  
approval by Mr McMahon of the Investigative Pool  
that [REDACTED] brought up at the 4 o'clock yesterday.  
While pointing out there are problems the wording  
does not appear offensive to me.

RDK

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4 OCT 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
4 October 1974

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[REDACTED] attended the Mid-Atlantic College Placement Conference at Pocono Manor, Pennsylvania, from 30 September to 2 October.

2. Advertising:

a. Response to advertising for Transportation System Engineers for [REDACTED] has totaled 196 to date.

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c. We have had nine responses from physicians from our listing in Family Physicians for medical officers.

3. Supergrade Report: We have received comments on all supergrades except those concerning the DDO. We expect to have the DDO's comments this week and the supergrade report can be submitted to the DCI soon thereafter.

4. Position Management:

a. A meeting was held with representatives of the Office of Security, PMCD and Automated Data Resources Staff to clarify problems connected with the recently proposed Investigative Pool in the Office of Security. Processing and control problems are involved since under the STAFFING system the location of positions must be controlled and the Investigative Pool would not show actual locations.

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b. A meeting was held with the DDA Career Management Officer on the reorganization of the Office of the DD/A.

5. ADP Conversion: In ADP conversion activities, all transactions for September have been input. One more transaction report has to be checked and verified.

6. Summer Intern Program: We continue to receive a high volume of inquiries about the 1975 Summer Intern Program.

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7. Co-op Virginia State: The trip to Career Day at Virginia State College on 1 October proved quite useful. [REDACTED] talked to over 100 students. Several students majoring in Secretarial Science, Mathematics and Electronic Technology were furnished application forms.

8. Co-op -- University of Houston: Our first co-op applicant from the University of Houston was here for interview on 3 October for the minority co-op program in [REDACTED]

9. APP: We have completed the initial consolidation of the Agency APP in preparation for the Director's review.

10. Lecture: [REDACTED] Chief, Review Staff, made a presentation to the Intelligence and World Affairs Course on significant changes in Agency personnel management during FY 1973 and FY 1974. The presentation appeared to be well received.

11. Vacancy Notices: There are 16 active vacancy notices in circulation (11 professional and five clerical). During the coming week we will be publishing and listing the first supergrade position -- the Director of Studies in OTR, GS-16.

12. Handicapped Report: We have received eight applications from handicapped persons during the month of September, making a total of 26 since July 1974. Of the 26, three have entered on duty (one polio victim, IO Eng., OWI; one deaf mute, Programmer, OJCS; one nearsighted, IO Phys. Sci., OWI). Six have been rejected, five are in process, nine currently are under review, and three of the original contacts have not formally applied.

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13. CFC: The Combined Federal Campaign drive has commenced. Commissioner Andolsek of the Civil Service Commission spoke to the Keymen in the auditorium on 30 September. His talk was very favorably received.

14. Physical Fitness Room: During September there were 2140 employees who used the physical fitness room. This figure includes 1588 men and 552 women. The total is up 60 from August and is 342 higher than one year ago.

15. Blood Program: Despite some difficulties, including a shortage of Red Cross personnel and a conflict with our own flu shot program, our Blood Donor Day was very productive. A total of 173 pints was received. A word-of-mouth announcement that blood could not be donated within 24 hours of flu shot was effective in getting more employees to donate blood first and then receive their flu shots.

17. Rehired Annuitant: During the week the Acting Director of Personnel approved the following rehired annuitant case for the Directorate of Administration:

--- Office of Training ---  
Independent Contractor.

#### Coming Events

1. [REDACTED] has accepted an invitation to address the Law School at Texas Southern University on 24 October. While we rarely have recruitment requirements for attorneys, Texas Southern is a traditionally Black school and he would hope to enhance his contacts on that campus.

2. The Agency Coordinator for Cooperative Programs will be recruiting at Southern University on 8 October and Grambling College on 9 October.

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3. Colonel Donald E. Rosenbloom, Deputy Director for Operations, Office of the Deputy Chief of Staff for Operations and Plans, U. S. Army, will address the Agency Military Reservists on Monday, 7 October 1974, at 1745 hours in the auditorium. His topic will be "The Army Combat Division."

4. We will continue to review and update OPM's and OPN's.

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5. The Chief, Military Personnel Branch, [REDACTED] will be at [REDACTED] on 5 October 1974 with the group of Agency Reservists who are on active duty there.

6. Work will continue on planning for the implementation of the single ceiling and on our follow-up study of steps desirable to implement career systems for secretaries and clericals.

(SIGNED) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

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OD/Pers/[REDACTED]:jmm (4 Oct 74)

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